

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

| | |
|------------------------|-----------|
| (1) Ordinary envelopes | <u>75</u> |
| (2) Window envelopes | <u>0</u> |
| Total | <u>75</u> |

b. Flats (over 5-3/4" x 11-1/2"):

| | |
|----------------------------|----------|
| (1) Up to 8-1/2" x 11-1/2" | <u>0</u> |
| (2) 9" x 12" | <u>0</u> |
| (3) Over 9" x 12" | <u>0</u> |
| Total | <u>0</u> |

c. Self-mailers:

| | |
|---------------------------|----------|
| (1) Post cards | <u>0</u> |
| (2) ADP cards | <u>0</u> |
| (3) Fold over reply cards | <u>0</u> |
| (4) Booklets | <u>0</u> |
| (5) Other | <u>0</u> |
| Total | <u>0</u> |

GRAND TOTAL

75

25 YEAR RE-REVIEW

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes X No
3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes No X
4. What types of material are normally mailed in flats? N/A
-
5. Are any envelopes sealed with strings, clasps or staples? Yes
No X If yes, describe types of material and reason for using fasteners employed. N/A
-
6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes X No
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes No X
7. Addresses are (check one):
- | | |
|-----------------|------------------------------|
| Typed | <u> X </u> |
| Hand Stamped | <u> </u> |
| Addressographed | <u> </u> |
| Handwritten | <u> </u> |
8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes X
No If no, please describe variances. N/A
-
9. If window envelopes are used, do they have a transparent covering over the window? Yes No If no, describe type of envelopes employed. N/A
-
10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes X
No If no, describe differences and reasons therefore.
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11. Cost of mailing is covered by (check one):

- a. Postage stamps X
- b. Metered mail machine
- c. Penalty indicia

| | | |
|---------------------------|-------------------------|-------------------|
| TRANSMITTAL SLIP | | |
| TO: | | Planning Staff/OL |
| ROOM NO. 1236 | BUILDING Ames | |
| REMARKS: | | |
| <div></div> | | |
| FROM | | C/CPB |
| ROOM NO. 1 D 70 | BUILDING HQ | EXTENSION |